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4 MAR 1959

MEMORANDUM FOR: Director of Personnel

SUBJECT: Personnel Reports Prepared by the Machine Records Division, Office of the Comptroller

1. A detailed review of the personnel reports prepared on a recurring basis by the Machine Records Division has been conducted in order to ensure the validity of the outstanding requests, to reduce frequency of reports, and to gain the advantages of multiple use of copies.

2. The number of reports currently required for personnel management has been decreased from 190 to 119, or a decrease of 37.5 percent. The reduction in reports, together with reductions in frequency of remaining reports, represents a savings of 1,628 man-hours per annum within the Machine Records Division. To these savings can be added the time spent in dissemination, review by recipients, filing time and cost of filing equipment. The wide variance in types of reports and the differences in man-hours of preparation, do not permit a comparable reduction in man-hours as reflected by the percentage decrease in numbers of reports.

3. The following statistical comparison shows a decrease of six reports over a two-year period. This decrease emphasizes the necessity of continuous review and reflects credit on the Office of Personnel being able to continue its reporting function with less reports in a period of increased attention on such data by senior officials of the Agency:

	30 June 1957	29 Jan 1959	1 Mar 1959
Number of Reports	147	182	190
Deleted by Survey	22	—	71
Remaining Reports	125	182	119
Number, Increase or Decrease		57+	63-
Percent, Increase or Decrease		45.6%+	34.6%-

4. During the transitory period between the Table of Organization and the Staffing and Development Complement System there will be reports which continue to reflect personnel data by organization. For personnel planning purposes the service designation will be the predominate criteria, however, reporting will continue by organization to fulfill the requirements of many Agency components. Many of the reports that have been eliminated were scheduled for discontinuance prior to the conduct of this survey and when Regulation [redacted] becomes fully effective Agency-wide, additional revisions to the reporting schedules will be made. 25X1

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SUBJECT: Personnel Reports Prepared by the Machine Records Division, Office of the Comptroller

5. Attached as Tab A is a listing of continuing, recurring personnel reports showing report number and title. The columns showing frequency and number of copies reflect the revisions made during survey examination. Attached as Tab B is a listing of reports deleted or consolidated showing number of reports, frequency, number of copies and per annum man-hours of savings. The Statistical Reporting Branch is currently developing revised copies of individual work orders which when submitted will permit the Machine Records Division to operate on a current basis.

6. The Statistical Reporting Branch, Records and Services Division, has been conducting liaison with the Machine Records Division on personnel reporting requirements. Agency components have generally submitted their requests through this Branch where efforts have been made to reduce frequency and/or to recommend existing reports. As a service function the Branch has not had authority to question the validity of the requirement which has in instances resulted in large expenditures of machine time. Other components of the Office of Personnel have levied direct requests on the Machine Records Division without going through the Statistical Reporting Branch. It is recommended and concurred in by the Chief, Records and Services Division that a central point be established within the division through which all personnel reporting requests will flow. The individual so designated should be delegated authority to review validity of requests and make recommendations as to their fulfillment.

7. The Central Processing Branch has been receiving a roster of employees and dependents reflecting those passports by number due to expire within three months. Once these have expired they are dropped from subsequent rosters and no record is maintained of these persons by passport number. Future travelers having once held a passport must either remember their old numbers or a request for search must be made to the Department of State. It is recommended and concurred in by the Chief, Central Processing Branch that the purged passport expired cards, interpreted by Machine Records Division to show name and passport number, be returned to Central Processing Branch for an alphabetical file.

8. The personnel reports currently being submitted to the Vital Records Repository were examined. In certain instances essential data was not being protected and in others duplicate materials were being sent from more than one source within the Office of Personnel. Attached as Tab C is a revised schedule, which has been coordinated with the Vital Materials Officer and the Area Records Management Officer, which will provide for safekeeping of essential data deemed necessary for continued personnel management.

9. It is suggested that a memorandum be attached to the next issue of the Monthly Personnel Reports prepared in statistical and graphic form for the

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Deputy Director of Support asking his assistance in reviewing continued need for this type of presentation. Additions to the DD/S report have been made from time to time but deletions have not been made on the premise of continuing need.

25X1A9A

/s/ [redacted]
Office of Personnel

/s/ [redacted]
Management Staff

25X1A9A

Approved 4 MAR 1959
CHIEF, MANAGEMENT STAFF

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Current List of Recurring Reports

Job #	Title	Frequency Before	Frequency After	Number of Copies Before	Number of Copies After
101-A	Separations Roster-Alpha	M	M	5	0
101-B	Separations Roster-Alpha by Office	M	M	4	2
101-C	Separations Tabulation-Occupational Series by Agency Group	Q	Q	1	1
101-D	Separations Tabulation-Occupational Series by Agency	S	Q	1	1
101-E	Separations Tabulation-Grade by Service Designation	Q	Q	1	(
102-A	Accessions Roster-Alpha	M	M	4	5
102-B	Accessions Roster-Alpha by Office	M	M	1	1
103-A	Strength Tabulation-By Office	M	M	4	4
103-B	Strength Tabulation-Formats	M	M	30	30
103-C	Strength Tabulation by Ceiling	M	M	1	1
103-D	Strength Tabulation by Project	M	M	4	4
103-E	Strength Tabulation-Military Officer, Enlisted, In Process	M	M	2	2
105-A	Combined Alpha Roster (Complete 61 Status Card)	M	M	4	6
106-A	Alpha by Office Roster	Q	Q	4	4
107-A	D.O.C. Roster-By Grade, By Office	SA	Q	6	5
107-B	D.O.C. Roster-By Grade (DE Field Foreign Only)	SA	Q	6	1
107-C	D.O.C. Roster-By Grade, By Service Designation	SA	Q	6	4
108-A	Gains and Losses Tabulation by Office	M	M	1	1
108-B	Gains and Losses Tabulation by Agency Group	M	M	1	1
108-C	Gains and Losses Tabulation IAS Transfer by Office	M	M	1	1
109-A	Agency Super Grade Review	A	A	2	2
110-A	Promotions Tabulation by Office	A	Q	1	2
110-B	Promotions Tabulation by Service Designation	A	Q	1	2
110-C	Promotions Tabulation Occupational Series by Agency Group, By Agency	Q	Q	1	2
110-D	Promotions Roster Promotions to GS-12	A	A	1	2

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Job #	Title	Frequency Before	Frequency After	Number of Copies Before	Number of Copies After
113-A	Grade Distribution Tabulation-Office, By Hdqts., By SD	M	M	1	1
113-B	Grade Distribution Tabulation-SD, By Office	M	M	1	1
113-C	Grade Distribution Tabulation-Hdqts., By SD	M	M	1	1
113-D	Grade Distribution Tabulation-Projects, By Hdqts., By SD	Q	Q	1	1
113-E	Grade Distribution Tabulation-By Hdqts., By Agency Group	Q	Q	1	1
113-F	Grade Distribution Tabulation-By Hdqts., By Agency				
115-A	Name Changes Roster-Old/New, New/Old	M	M	7	7
115-B	Name Changes Roster-Annual Consolidation Old/New, New/Old	A	A	7	7
117-A	Comptroller's Report Tabulation	M	M	3	2
118-A	Personnel Actions Received and Processed Tabulation-By Action Type	Q	Q	1	1
118-B	Personnel Action Received and Processed Tabulation-ByType, By Office	Q	Q	1	1
120-B	Military Detailed Personnel Roster (NSA Only)	M	M	1	1
120-E	Military Detailed Personnel Roster-Alpha by Grade, By Service, By Office	M	M	7	9
121-A	LWOP Roster-Alpha	M	M	3	2
121-B	LWOP Roster-Alpha by Office	M	M	3	1
121-C	Part-Time Employees Roster-Alpha by Office	M	M	4	4
121-E	Summer Only Employees Roster-Alpha by Office (June thru September)	M	M	4	2
123-A	Career Staff Roster-Personnel On Duty 3 yrs. or more Alpha	M	Q	3	3
123-B	Career Staff Roster-Personnel On Duty 3 yrs. or more Alpha by SD	M	Q	3	3
123-C	Career Staff Roster-Personnel On Duty 3 yrs. or more Punched Cards	M	Q	200	200
123-D	Career Staff Roster-Newly Accepted Cases (Alpha)	M	OR	3	3
123-E	Career Staff Roster-Newly Accepted Cases Alpha by SD	M	OR	3	3
123-F	Career Staff Roster-Newly Accepted Cases Alpha by Office	M	OR	3	3
123-H	Career Staff Tabulation-Accepted Cases, By SD	[illegible]	[illegible]	2	2
123-K	Career Staff Roster-Pending Cases (Alpha)	[illegible]	[illegible]	3	3
123-L	Career Staff Roster-Pending Cases (Alpha) (SA Only)	[illegible]	[illegible]	3	3
123-M	Career Staff Roster-Deferred, Declined, Rejected Cases (Alpha)	[illegible]	[illegible]	3	3
123-N	Career Staff Roster-Deferred, Declined, Rejected Cases Alpha, SA Only	[illegible]	[illegible]	3	3

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Job #	Title	Frequency Before	Frequency After	Number of Copies Before	Number of Copies After
129-A	Record of Overseas (Reports Undetermined)	*	*	*	*
131-A	Applicant Qualification Register-Master Roster	SA	SA	2	2
131-B	Applicant Qualification Register-Civilian/Military Work Exp.	SA	SA	2	2
131-C	Applicant Qualification Register-Language	SA	SA	2	2
131-D	Applicant Qualification Register-Area Knowledge	SA	SA	2	2
131-E	Applicant Qualification Register-Position for which best Qualified	SA	SA	2	4
131-F	Applicant Qualification Register-College Major	SA	SA	2	2
131-G	Applicant Qualification Register-Alphabetic				
134-A	E.O.S. by Grade Roster-All Only, by DOD Areas	Q	M	3	3
138-A	PSI Notices-Authentication (Pen + Hold)	M	M	*	*
138-B	PSI Notices-Alpha by Office	A	A	2	2
139-A	Military Reservist Roster-Alpha	W	W	3	3
139-B	Military Reservist Roster-Alpha, by Service, by Office	Q	A	3	3
139-C	Military Reservist Roster-Rank, by Category, by Service	A	A	2	2
139-D	Military Reservist Roster-Selected Reservists	Q	Q	2	2
140-A	Agency Position Control Register	Q	Q	12	12
140-B	Agency Position Control Register-A. Foreign Field	Q	Q	4	4
143-A	Organization Code Listing-(Complete Code, 9 Digits)	M	M	5	5
143-B	Organization Code Listing-(Abbreviated 4 Digits)	M	M	8	8
158-A	Security In Process-Consolidated Tabulation	M	M	3	3
154-A	Security In Process-Roster (Alpha by Office)	Q	Q	4	4
155-A	Security In Process-Roster of Cancellations	M	M	2	2
157-A	Security In Process-Roster In Process, [illegible] by Security Code	M	M	4	4

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Job #	Title	Frequency Before	Frequency After	Number of Copies Before	Number of Copies After
170-A	Consultant Roster-By Office	S	A	5	4
170-C	Consultant Qualification Register-Area Knowledge	A	A	3	3
170-D	Consultant Qualification Register-Occup. Exper. Roster	A	A	3	3
171-B	Staff Agent Roster-Group, By SC, By Office	M	M	1	1
171-C	Staff Agent Roster-3"2 Card	Q	Q	1	1
174	Sex-Veterans Preference Tabulation	A	A	2	2
175-A	Age-Grade Tabulation-By SD	SA	SA	2	2
175-B	Grade-Age Tabulation-By SD	SA	SA	2	2
175-C	Age Roster-60 yrs. (or more) Alpha by Y.O.B.	SA	SA	4	4
182-A	Occupational Series Roster-By Agency Group	Q	Q	1	1
182-B	Occupational Series Roster-By Agency	Q	Q	1	1
184-A	Fitness Reports-Initial 6 months on duty, Alpha by Office Roster	M	M	4	4
184-B	Fitness Reports-Initial 6 months on duty, Alpha by SD Roster	M	M	4	4
184-C	Fitness Reports-Annual 6 months on duty, Alpha by Office Roster	Q	Q	4	4
184-D	Fitness Reports-Annual 6 months on duty, Alpha by SD Roster	Q	Q	4	4
187-A	[redacted]	US	US	-	-
187-B		US	US	-	-
187-C		US	US	-	-
187-D		US	US	-	-
187-E		US	US	-	-
188-A	Reassignments Affecting SD Change-By "To" SD	M	M	2	2
188-B	Reassignments Affecting SD Change-By "From" SD	M	M	2	2
189-A	Agency Language Roster-Alpha (Reflecting Language)	A	A	4	4
189-B	Agency Language Roster-Alpha By Language	A	A	4	4
189-C	Agency Language Roster-Alpha By Language By Office DD/P Only	A	A	2	2
189-D	Agency Language Roster-Alpha by SD	A	A	5	5
189-Z	Agency Language Roster-Delinquent List	A	A	2	2
189-F	Agency Language Roster-Alpha Roster (SA Language Only)	Q	A	2	2

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Job #	Title	Frequency Before	Frequency After	Number of Copies Before	Number of Copies After
197-A	Flex-O-Line Strips on major Reorganizations	-	-	-	-
951-A	GEHA Insurance Accounting-Roster of PP Deductions	M	M	3	3
951-B	GEHA Insurance Accounting-Trial Balances Daily	D	D	1	1
951-C	GEHA Insurance Accounting-Trial Balances Monthly	M	M	2	2
951-D	GEHA Insurance Accounting-Delinquent Roster	M	M	1	1
961-A	Passport Documentation-Alpha Roster Employees and Dependents	Q	Q	2	2
961-C	Passport Documentation-Passports due to expire in 3 months	Q	Q	2	2
998-A	Compensation and Claims Report-Employees-New Cases Alpha Roster	Q	Q	2	2
998-B	Compensation and Claims Report-Employees-Statistical Tabulation	Q	SA	2	2
998-C	Compensation and Claims Report-Employees-Alpha Roster	SA	A	2	2
998-D	Compensation and Claims Report-Employees-Pending Cases Alpha Roster	SA	A	2	2
998-E	Compensation and Claims Report-Dependents-New Cases Alpha Roster	SA	Q	2	2
998-F	Compensation and Claims Report-Dependents-Statistical Tabulation	SA	SA	2	2
998-G	Compensation and Claims Report-Dependents-Alpha Roster	SA	A	2	2
998-H	Compensation and Claims Report-Dependents-Pending Cases Alpha Roster	SA	A	2	2

D = Daily
M = Monthly
Q = Quarterly
SA = Semi-Annual
A = Annual
Us = Unscheduled
OR = On Request

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REPORTS DELETED OR CONSOLIDATED

JOB	TITLE	NO. OF REPORTS	FREQUENCY	NO. OF COPIES	PER ANNUM MAN-HOUR SAVING
101-F	Separation Punched Cards	1	M	150	6.0
102-C	Accessions Punched Cards	1	M	150	6.0
104	Combined Alphabetical Roster	2	Q	5	60.0
106-B	Alpha By Office OTR and Commo Portion	1	SA	4	1.0
107	Date of Grade Rosters by Service Designation	5	Q	6	32.0
111	Position-Grade Evaluation Listings	1	Q	8	56.0
120-A-C-D	Military Personnel Rosters	3	M	18	114.0
121-D-F	Military Furlough and Detail Out Rosters	2	M	4	12.0
122-A-B-C-D	Date of Grade Rosters by Office	4	Q	9	4.0
123-G-I-J	Career Staff Listings	3	Q	8	64.0
128-A-B-C	Accessions and Separations Combined Reports	3	M	3	120.0
140-A	DD/P Portion of Position Control Register	1	M	12	144.0
141	DCI Position Listing	1	M	2	24.0
145-A thru F	T/O - Incumbent Grade Distrb. and Comparison	6	Q	24	160.0
146-A-B-C	Service Designation Comparisons	3	Q	9	128.0
147-A-B-C	Grade and Occup. Series Code Studies	3	SA	9	56.0
151	Security In Process Work Register	1	M	2	36.0
153	Security in Process Full Clearances Listi	1	M	2	120.0
158	Security In Process EOD's by Initiation D	1	M	1	18.0
170-B	Consultant Earnings Listing	1	Q	4	14.0
171-A-D-E-F-G-H	Staff Agent Reports	6	M	20	168.0
172-A thru F	Draft Deferment Rosters	6	BM	19	48.0
176	Annual Promotions Study	10	A	20	25.0
178	Security In Process Annual Initiations Report	1	A	3	12.0
186-A-B	Qual. Analysis EOD Listings	2	M	4	96.0
190	Career Service Staffing Authorization	1	Q	2	96.0
961-B	Passport Documentation, Alpha by Office	1	Q	1	8.0
		71	—	499	1628.0

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Revised Schedule of Personnel Materials Produced by MTD for Deposit at Vital Materials Depository

Report Number	Title	Frequency
105-A	Combined Alpha Roster	Semi-Annual
107-C	D.C.C. Roster-By Grade, By Service Designation	Semi-Annual
115-B	Name Change Roster-Annual Consolidation	Annual
119	Status Card File Number 1	Monthly
120-B	Military Detailed Personnel Roster-Alpha by Grade, Service, By Office	Quarterly
130	Employee Qualification Cards-Corrections and Additions	Semi-Annual
131-A through C	Applicant Qualification Registers	Semi-Annual
139-A through D	Military Reservist Rosters	Quarterly
140-B	Agency Position Control Register	Quarterly
143-A	Organization Code Listing	Quarterly
170-A through D	Consultants Roster and Registers	Annual
171-B	Staff Agent Roster-Group, By CC, By Office	Quarterly
182-A	Occupational Series Roster-By Agency Group	Quarterly
187-A through [redacted]		Unscheduled
189-A through F	Agency Language Rosters	Quarterly
960-A and B	Country City Locator Cards and Roster	Quarterly
998-C	Compensation and Claims Report-Employees Alpha Roster	Annual
998-G	Compensation and Claims Report-Dependents Alpha Roster	Annual

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